

POSITION GUIDE  
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Clerk

PAY PLAN/SERIES/LEVEL - NF-0303-1

MAJOR DUTY DESCRIPTION:

Performs routine procedural clerical and administrative support work for a lodging property. Applies a series of prescribed procedures or steps while processing clerical transactions. Assures that the procedures for processing transactions are followed. Typical duties include mailing and filling correspondence; answering the telephone; reporting and recording time and attendance, etc.

QUALIFICATION REQUIREMENTS

Basic knowledge of office equipment and practices is desirable. Basic computer skills. Ability to type 40 words per minute for positions that require a qualified typist.